



**Workforce Development**  
Missouri Department of Higher Education and Workforce Development

Missouri  
Office  
of

# OWD Issuance 08-2018

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Release Date: March 19, 2019  
Effective Date: March 19, 2019  
Expiration Date:  
Continuous, until further notice

## SUBJECT:

## Workforce Innovation and Opportunity Act Adult and Dislocated Worker Programs Eligibility and Documentation Technical Assistance Guidance

**ATTACHMENTS:** None. (Referenced documents are available in the “All Programs” directory of the [Workforce Staff Program Documents webpage](#) on [jobs.mo.gov](#). Updates to these documents may post-date this Issuance.)

*This Issuance is Official Policy  
of the Missouri Office  
of Workforce Development*

### ISSUING AUTHORITY:

Mardy Leathers  
Director  
Missouri Office of Workforce  
Development

### **THIS ISSUANCE DOES NOT REQUIRE CREATION OR ALTERATION OF A CORRESPONDING LOCAL POLICY**

#### KEYWORDS:

Adult; Dislocated Worker;  
Eligibility; Technical Assistance  
Guide (TAG); Workforce  
Innovation and Opportunity Act  
(WIOA).

### **THIS ISSUANCE AFFECTS:**

Missouri One-Stop Delivery System  
(MJC/AJCs)  
WIOA Title I Performance/Accountability  
WIOA Title I One-Stop Delivery/Service  
Providers  
WIOA Adult Employment/Training  
WIOA Dislocated Worker Employment/Training  
WIOA Fiscal/Administrative Procedures  
State of Missouri Workforce System  
Procedures

### **FOR THE ATTENTION OF:**

DHEWD State Professional Staff  
One-Stop frontline staff  
Local Fiscal Agents  
Local WDB Directors  
One-Stop Operators  
One-Stop Functional Leaders  
Service Providers  
Local Equal Opportunity Officers  
Local Quality Assurance Monitors  
Local JVSG Veterans Reps  
Local Trade Act Reps

## RESCISSIONS:

DWD Issuance 04-2017, “Workforce Innovation and Opportunity Act Adult and Dislocated Worker Programs Eligibility and Documentation Technical Assistance Guidance Policy,” September 13, 2017.

## REFERENCES:

WIOA Section 134 [[29 U.S.C. 3174](#)]  
[20 CFR Part 680](#).

## SUMMARY:

This Issuance transmits the Technical Assistance eligibility and documentation requirements of the Office of Workforce Development (OWD) for the WIOA<sup>1</sup> Adult and Dislocated Worker programs. It includes source documentation requirements and information on Measurable Skill Gains, Credential Attainment, and minor language changes. This Issuance supersedes and rescinds previous guidance on this subject.<sup>2</sup>

<sup>1</sup> Pub. L. 113-128 [[29 U.S.C. 3101 et seq.](#)].

<sup>2</sup> DWD Issuance 04-2017, “Workforce Innovation and Opportunity Act Adult and Dislocated Worker Programs Eligibility and Documentation Technical Assistance Guidance Policy,” September 13, 2017.

**BACKGROUND:**

WIOA requires determinations of whether individuals are eligible to receive assistance in the form of career services<sup>3</sup> and/or training services<sup>4</sup> under Title I. The implementing rules at [20 CFR Part 680](#) establish general eligibility criteria, and periodic guidance from the U.S. Department of Labor (DOL) updates and refines the definitions of valid data and documentation. The most recent guidance<sup>5</sup> of this type has prompted the need for this updated Issuance.

**SUBSTANCE:**

OWD's *Technical Assistance Guide (TAG): Adult and Dislocated Worker Program Eligibility*, including a table of Eligibility and Data Validation Documentation Requirements, is available online in the "All Programs" directory of the [Workforce Staff Program Documents webpage](#) on [jobs.mo.gov](#). It provides technical assistance and program guidance to assist workforce system personnel in making determinations for program eligibility, maintaining acceptable documentation and aligning with WIOA and State regulations, policies, and procedures. The WIOA Title I Youth Program is addressed in a separate Issuance and TAG.

The *Eligibility and Documentation Requirements Table* lists required data elements, program eligibility criteria and requirements, and the sources of documentation approved by the DOL's Employment and Training Administration and OWD. The sections of the Table include General Eligibility, Adult Program, Dislocated Worker Program, and Other Required Data Elements.

**ROLES, RESPONSIBILITIES, and REQUIRED ACTIONS:**

All Local Workforce Development Board Directors, Functional Leaders, and Supervisors should immediately inform frontline workforce system staff of the rules in the referenced online document.

All frontline workforce system staff handling enrollments and posting services to the State electronic case-management system (MoJobs) should immediately apply these rules as described to determining eligibility for basic services, and individualized career services, and training.

**TIMELINE:**

All Missouri Workforce System Staff — Implementation..... **March 19, 2019**

**INQUIRIES:**

Please direct all questions or comments regarding this Issuance document to [dwdpolicy@dhewd.mo.gov](mailto:dwdpolicy@dhewd.mo.gov). All active Workforce Issuances are available at [jobs.mo.gov/dwdissuances](#). Expired/rescinded Issuances are available on request.

*For information about [Workforce Development](#) services, contact a [Missouri Job Center](#) near you.  
Locations and additional information are available at [jobs.mo.gov](#) or 1-(888)-728-JOBS (5627).*

*Missouri Department of Higher Education and Workforce Development is an [equal opportunity](#) employer/program.  
Auxiliary aids and services are available upon request to individuals with disabilities.  
Missouri Relay Services at 711.*

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<sup>3</sup> WIOA sec. 134(c)(2)(A)(i) [[29 U.S.C. 3174\(c\)\(2\)\(A\)\(i\)](#)].

<sup>4</sup> WIOA sec. 134(c)(3)(A)(i)(I) [[29 U.S.C. 3174\(c\)\(3\)\(A\)\(i\)\(I\)](#)].

<sup>5</sup> U.S. Department of Labor, Employment and Training Administration, Training and Employment Guidance Letter ([TEGL](#)) No. 07-18, "Guidance for Validating Jointly Required Performance Data Submitted under the Workforce Innovation and Opportunity Act (WIOA)," December 19, 2018.